



# Department of ADMINISTRATIVE SERVICES *Job Postings*



## DEPARTMENT OF TRANSPORTATION JOB OPPORTUNITY

### Information Technology Analyst 1 DOT Information Technology Services Division

[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!](#)

Open To: Candidates on Exam List  
Location: Newington  
Job Posting No: 31546  
Hours: 40 Hours per week  
Salary: FD-23 \$67,347.00- \$86,230.00 annual  
Closing Date: August 8, 2017.

#### Eligibility Requirement:

Candidates must have applied for and passed the Information Technology Analyst 1 examination and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer.

#### MINIMUM QUALIFICATIONS REQUIRED

##### KNOWLEDGE, SKILL AND ABILITY:

Considerable knowledge of data control functions; considerable knowledge of IT equipment and diagnostic tools; knowledge of principles and techniques of computer programming; knowledge of programming languages; knowledge of principles of information systems; knowledge of principles and concepts of network environments; knowledge of computer operating systems; knowledge of fundamental principles and theories of business and planning functions; knowledge of principles and techniques of systems analysis, design and development; knowledge of capabilities of computer equipment and technology; considerable technical problem solving skills; considerable logic and analytical skills; interpersonal skills; oral and written communication skills; considerable ability to install and maintain microcomputer hardware, software and network components; ability to prepare and maintain records, logs, reports, documentation, and manuals; ability to write, test and debug computer programs; ability to use programming development tools; ability to identify, analyze and resolve simple business and technical problems.

#### EXPERIENCE AND TRAINING:

##### General Experience:

Five (5) years of experience in information technology (IT) operations support, programming or another IT related support area.

##### Special Experience:

Two (2) years of the General Experience must have been performing basic technical support work in one of the following areas:

1. Help desk functions.
2. Installing and maintaining basic computer hardware and software.
3. Basic technical work in data communications, microcomputer support, production control or programming.

**NOTE:** For State Employees basic technical support work is interpreted at the level of Information Technology Technician.

**Preferred experience:** Knowledge of Dell desktops, tablets and computers; knowledge of Microsoft Surface tablets, hardware and drivers; experience with SCCM deployment tool; expertise on PowerShell scripts for automating tasks; experience with Microsoft products including Windows 7, Windows 10, Office 2010, Office 2016, IE and Edge.

#### Substitutions Allowed:

1. College training in management information systems, computer science or information technology related area may be substituted for the General Experience on the basis of fifteen (15) semester hours equalling six (6) months of experience to a maximum of four (4) years for a Bachelor's degree.
2. A Master's degree in management information systems, computer science or electrical engineering may be substituted for the General and Special Experience.
3. For State Employees one (1) year as a Information Technology Analyst Trainee may be substituted for the General and Special Experience.
4. For State Employees two (2) years as a Information Technology Technician may be substituted for the General and Special Experience.

The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules. Refer to the DAS website for job specification. The candidate pool from these interviews may be used to fill future Information Technology Analyst 1 positions within 12 months.

**Application Instructions:** Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, and an Application form CT-HR-12. **State employees must also include copies of last two service ratings received.** Your application must be received by August 8, 2017, and will not be considered complete without all required documents. Send documents to:

Ms. Alberta Goodwin  
Department of Transportation  
2800 Berlin Tpke, Newington, CT 06111  
or email to [Alberta.goodwin@ct.gov](mailto:Alberta.goodwin@ct.gov)

#### AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.